

PRINCIPAL DESIGNER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To design and coordinate interior space requirements for new construction and the city's interior renovation projects including interpretation of space and renovation needs and preparing conceptual, preliminary and final design plans and specifications; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class within the Designer series. Employees in this class are distinguished from the Designer by the level of responsibility and complexity of duties assigned, and from the Sr. Designer by the attainment of the registered interior designer certification, and by the caliber and scope of duties assigned. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management.

Exercises functional and technical supervision over technical and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Coordinate interior space requirements, drawings, specifications and cost estimates for new construction projects.
2. Coordinate and administer the city's interior renovation programs and projects from the design concept through construction.
3. Research preliminary project information; compile information and prepare comprehensive technical reports for administrative review; perform program and cost analysis in the preparation of comprehensive development studies and plans.
4. Prepare, review and negotiate consultant contracts; oversee the work of consultants and contractors responsible for the design or construction of interior renovations and new construction.

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Essential Functions:

5. Meet with clients and consultants to determine needs and project scope; prepare programming, schematic and preliminary designs and cost estimates based on analysis.
6. Prepare and seal final design plans and specifications; oversee the work of technical staff in all phases of the design process.
7. Design and oversee installation of modular furniture work stations in accordance with the annual contract; revise standards and re-negotiate the annual contract as required.
8. Research and write comprehensive technical reports on renovation projects, cost analysis and schedules; prepare and present special reports and analysis as required.
9. Perform and oversee architectural field work and data collection for determining contractor compliance and producing accurate as-built documents; review and approve shop drawings and submittals by contractors.
10. Develop, administer, monitor and coordinate all aspects of various project budgets.
11. Review city and consultant documents for compliance with city standards for office design; revise standards as required.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive interior renovation program.
Modern and complex principles and practices of architecture, interior design and space planning.
Autocad software and techniques.
Pertinent federal, state and local laws, codes and regulations.
Regional and local construction costs.
Open office modular furniture systems.
Construction methods, materials, specifications and symbols.
Principles of budget preparation and control related to construction project budgets.
Advanced research methods and technical report writing.
Algebra, geometry and trigonometry.
Environmental and historical preservation techniques.

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Ability to:

- Negotiate consultant contracts for the design of large projects.
- Negotiate construction contracts for small renovation projects.
- Coordinate and oversee the work of professional and technical staff, both internal and consultant or contractor.
- Interpret the needs of the customer and develop designs, plans and specifications.
- Produce architectural and interior design drawings using autocad software.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Prepare clear and concise reports.
- Maintain effective audio-visual discrimination and perception needed for:
 - *Making observations*
 - *Communicating with others*
 - *Reading and writing*
 - *Operating assigned equipment.*
- Maintain mental capacity which allows the capability of:
 - *Making sound decisions*
 - *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience in commercial interior design.
Experience with interior renovation projects highly desirable.

Training:

Equivalent to a bachelors degree from a accredited college or university with major course work in architecture or interior design.

License, Certificate or Special Requirements

Possession of an appropriate, valid driver's license on the date of application.

Possession of certification as a registered interior designer in any state on the date of application, and acquisition of state of Nevada certification as a registered interior designer within six months of the date of appointment.

Attend annual OSHA-required training related to asbestos management.

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WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; site visits to construction sites; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing for prolonged periods of time; the ability to distinguish colors, shapes and small print.

ARB

NEW 4/2/98

FLSA: exempt; City: nonexempt

CSB 5/13/98